

Part 2 - Registrations

**Questions relating to standards are in bold font**

**PLS changed the term Borrowers to Users**

02-001 Total Number of Individual Resident Registered Users

Report the number of people who have applied for and received borrowing privileges from your library and live in the library district, excluding areas contracting for library service. Exclude non-residents who pay for library privileges, PLAC cardholders, Reciprocal Users and Non-Resident Student Users, School Employees and Library Employees. 4 Contractual libraries report all resident cards here. (PLS)

02-002 Total Number of Users from Contracting Areas

Report only the number of people who have received borrowing privileges from your library due to a contract with a township, town or other unit of local government. This does NOT include Contractual residents (4 libraries). (PLS)

02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users

Record the number of registered borrowers who do not live in your library district or areas contracting for library service. These are people who have applied for and received borrowing privileges from the reporting library, but who do not pay property taxes for library service in any library district. This is the total number of cards for which people have paid the non-resident fee or been allowed to receive such cards for free or at a reduced cost. (PLS)

02-004 Total Number of Reciprocal Users

Reciprocal Borrowers is the number of people, not the number of loans. These loans may be made on the basis of local or statewide reciprocal borrowing agreements, but do NOT include loans made using PLAC cards.

02-005 Total Number of PLAC Users

Report the number of individual, unique people who have used a PLAC card to borrow materials (not the number of PLAC card borrowers in your system, unless the

person has used a PLAC card in the report year). Do not report the number of times PLAC cards were used to borrow materials.

02-006 Total Number of Non-Resident Cards Issued to Student Users

This is the number of cards issued to public and non-public school students, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-003.

02-007 Total Number of Non-Resident Cards Issued to School Employees

This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-003.

02-008 Total Number of Non-Resident Cards Issued to Library Employees

This is the number of cards issued to public, non-public school employees, either for full price, reduced fee or free or cards, because they live in an unserved area but are in a school district in your library's taxing district and are issued these cards according to policy and board resolution. This number is also reported in 02-003.

**02-009 Amount of Individual Non-Resident Fee**

Non-resident fee as of July 1 for the report year (or more current date, if available). State law mandates that the library board set the individual fee at \$25 or the operating expenditure per capita of the library for the previous year, whichever is higher. Operating Expenditures Per Capita – Relates total library funds spent for specific purposes to the number of persons the library serves. This fee is **required by** Indiana State Law, IC 36-12-2-25 (b)-(e). It includes the dollar amount spent on staff,

materials, and miscellaneous expenses divided by the library's legal service area population. This figure approximates the average cost per person of running the library. Operating Expenditures Per Capita may be relevant whenever the efficiency of the library's overall operation is an issue. The cost-effectiveness of operations may be demonstrated by relating Operating Expenditures Per Capita to those output measures which best reflect the range of most frequently used services and programs the library provides to its users. It is also important to review this measure if the library's legal service area population changes. View the previous year's operating expenditure per capita at <http://www.in.gov/library/plstats.htm>. **Required per IC 36-12-2-25(b).**

02-010 Date Library Board adopted this fee

The date the board adopted the non-resident fee listed in this report.

**02-011 Does your library purge or mark inactive patron files at least every three years?**

**Per 590 IAC 6-1-4(k)16**, the library shall purge or mark inactive unused library patron cards at least once every three **(3)** years, deleting those patrons who have not used the card in the last three **(3)** years and do not owe materials, fines, or fees to the library. Answer Yes or No.